



**ARIZONA SUPREME COURT
BOARD OF CERTIFIED REPORTERS**

**CERTIFIED REPORTER INITIAL STANDARD CERTIFICATION
APPLICATION FORM**

Any willful omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement is grounds for refusing to issue or renew a certificate or for revoking or suspending a certificate.

Applicant Information

Legal Last Name:		Legal First Name:		Middle Initial:	
G Official or G Freelance:	Number yrs. of service as a court reporter:	Social Security Number:	Date of Birth (mm/dd/yyyy):		
Mailing Address:		City:	State:	Zip:	
Physical Address (May not be a P.O. Box):		City:	State:	Zip:	
Telephone Number:		Fax Number:		Cell Phone Number (if any):	
Email Address (if any):			Name, as you wish it to appear on certificate:		

Court Reporter Directory

<input type="checkbox"/> Check this box if you wish to have this information posted on the Website. <input type="checkbox"/> Home <input type="checkbox"/> Business	
Name: _____ Phone Number: _____	
Street _____ City _____ State _____ Zip _____	
Email Address: _____	
The Website is public information. Only information provided in this section will be posted. If this section is left blank or the box is not checked, only the certificate holder's name and number will be posted.	

Current Employer Information

Work Address:	City:	State:	Zip:
Telephone Number:	Fax Number:		
Email Address:			

Professional Certification, Accreditation & Skill Proficiency

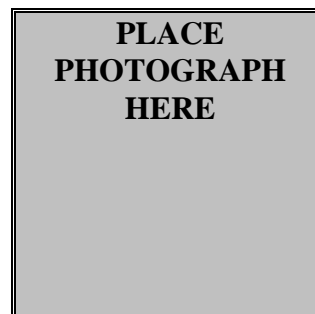
Are you at least 18 years of age?	Date of Birth:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a legal resident or citizen of the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a high school diploma or GED? If “yes”, provide a copy.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been granted a verified statement of satisfactory completion of a prescribed course of study from an accredited or licensed court reporting school? If “yes”, provide a copy.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been certified as a court reporter in any other state? State: Date: Location:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently hold a certificate verifying that you <u>passed</u> the Registered Professional Reporter exam or the Certified Verbatim Reporter exam? If “yes”, provide a copy.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you passed the Arizona Written Knowledge Exam?		<input type="checkbox"/> Yes <input type="checkbox"/> No

BACKGROUND INFORMATION:

If you answer “Yes” to any of the following questions, indicate the date of conviction or finding, nature and details of the case, including the case disposition, location, court and case number (attach additional sheet if necessary).	
Have you ever committed material misrepresentation, omission, fraud, dishonesty, or corruption in applying for a certificate or on a certificate examination in this state or any other state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever committed any act constituting material misrepresentation, omission, fraud, dishonesty or corruption in business or financial matters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had conduct showing incompetence or a source of injury and loss to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted by final judgment of a felony, regardless of whether civil rights have been restored? <u><i>(The fact you entered into a plea bargain or pled “no contest” or your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or your civil rights have been restored does not mean you can answer the question no. You must answer yes and provide details of the offense and explain. Do not answer yes if you have only minor civil traffic violations.)</i></u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted by final judgment of a misdemeanor, regardless of whether civil rights have been restored? <u><i>(The fact you entered into a plea bargain or pled Any contest or your conviction has been vacated, pardoned, expunged, dismissed, or appealed, or your civil rights have been restored does not mean you can answer the question no. You must answer yes and provide details of the offense and explain. Do not answer yes if you have only minor civil traffic violations.)</i></u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a professional or occupational license or certificate denied revoked, suspended or any disciplinary action taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a professional or occupational license or certificate censured, placed on probation, or any disciplinary action taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been terminated, suspended, place on probation, or other disciplinary action taken in past or present employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been found civilly liable in an action involving misrepresentation, material omission, fraud, misappropriation, theft or conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever violated any decision, order, or rule issued by a professional regulatory entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever violated any order of a court, judicial officer, administrative tribunal, or the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever made a false or misleading statement or verification in support of an application for a certificate filed by another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever made a false or misleading oral or written statement to division staff or the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever failed to disclose information on the certification application subsequently revealed through a background check?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever failed to respond or furnish information to division staff or the Board when the information is legally requested and is in your control or is reasonably available to you and pertains to certification or investigative inquiries?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been or currently a party in a civil lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been a record of conduct constituting or investigative inquiries; or fraud on the part of an employee, board member, or the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Photograph (Required)



In the space provided, please use transparent tape to affix a recent (2 x 2) photograph of yourself (non-returnable).

DO NOT USE STAPLES OR GLUE

Having filed this application, I hereby consent to having an investigation made of my moral character, professional reputation, and fitness for court reporter certification. I agree to give any further information which may be required in reference to my past or current record.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association, or institution having control of any documents, records, and other information including documents, records, charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, to permit the Court Reporter Certification Program, or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

I release, discharge, and exonerate the Certified Reporter Program, the Board of Certified Reporters, its agents and representatives, the State of Arizona, and any person furnishing information pursuant to this Authorization and Release from all liability which may arise from the investigation made by the Certified Reporter Program.

I understand willful omission or misrepresentation of any fact required to be disclosed in this application or any accompanying statement is grounds for refusing to issue or renew a certificate or for revoking a certificate.

State of: _____ **County of:** _____

Being duly sworn and under oath or affirmation, I acknowledge that I have read this application form and that all statements are true and complete to the best of my knowledge and belief and that my Authorization and Release is freely given.

I have received a copy of the administrative rules governing court reporters as adopted by the Arizona Supreme Court.

Signature of Applicant

Subscribed and sworn to before me this _____ **Day of** _____, **20**_____.

Notary Public

Commission Expires

1. **Carefully read all instructions.** Incomplete applications may result in the rejection of the application. To obtain additional assistance, call the Certified Reporter Program at (602) 452-3878 or email courtrep@courts.az.gov.
2. Clearly print in ink or type all information
3. Fees. All applicable NON-REFUNDABLE fees shall accompany this application and be made payable to the **Arizona Supreme Court**. Initial applications fees are as follows:
 - For certification expiring more than one year after application date: \$450.00
 - For certification expiring less than one year after application date: \$225.00Also, include \$24.00 for fingerprint background investigation processing fee.
4. **Fingerprint cards.** Fingerprint cards are provided and required with Initial applications. All applicable areas must be completed in black ink including: *Last Name, First Name, Middle Name, Signature, Residence, Aliases, Date of Birth, Citizenship, Sex, Race, Height, Weight, Eye Color, Hair Color, Place of Birth and Social Security Number.* Leave the FBI and MNU areas blank. Do not bend, fold or mark areas with a highlighter. Fingerprints can be rolled for a nominal fee by most law enforcement agencies. **If you have printed this application from the Internet and you are a first time (initial) applicant, you need a fingerprint card. You may either request a fingerprint card be sent to you or, contact the agency rolling your prints, as they may be able to provide one.**
5. **Background Information.** If you answered “YES” to any question in the Background Section of this application, you are required to submit additional information as directed in the Background Section.
6. **Authorization, Release, Oath and Affirmation.** Applicant signature and notary verification is required.
7. **Please Note:** Due to budget restraints, the Certified Reporter Program will mainly utilize fax numbers and email addresses to inform certified reporters of upcoming continuing education opportunities and other beneficial information. Necessary information will continue to be sent via US Mail.
8. If you have any questions, please contact the program manager at (602) 452-3878 or email at: courtrep@courts.az.gov .
9. Please submit your completed application and all required documents and fees to:

**ARIZONA SUPREME COURT
CERTIFIED REPORTER PROGRAM
1501 West Washington, Suite 104
Phoenix, Arizona 85007-3231**